राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No	_		Non-Teac	hing		Date:				
LEAVE TRAVEL CONCESSION CLAIM FORM										
LTC o	LTC only LTC along with Leave Encashment									
Name: Emp. Code: Designation: Pay Matrix & Level: Department/Section:										
LTC Order No.NITUK/Est	t./	/LTC/04	45/			Date	e: / /20			
Part-1: Family/LTC Partic	ulars									
Actual claim (Self and de	<mark>pende</mark> r	its) -	FIF	Sepa	rate Claim (self,	<mark>depende</mark>	ents) - 🗌			
Name of Home Town/Place of	visit (Al	India LT	C)/Place of co	onversio	on of Hometown					
Nearest Railway Station/Air	rport/Bu	s Station	to the above	e place						
Amount of advance, if ar	y draw	n: ₹ <u></u>	21	Drawn	on:					
	S.No.		N. I	lame	7,	Age	Relationship			
9	01.									
Details of self/dependent	02.									
family members for whom LTC is to be availed.	03.									
(If travel dates of dependents are different, fill separate claim form) 04. 05.					W					
						51				
2 90x	06.					5				
0 2	07.					g	7			

Part-2(a): Point to point Journey particulars (Example: H.Q. to Airport/Railway station/Bus station/hometown or vice versa), Local journey is not allowed (Example: Railway station/Bus Station to Airport/Railway station or vice versa):

Departur <mark>e date &</mark> place	Arrival date & place	Distance (Kms.)	Mode of travel	Class of Accom.	No. of head	Fare paid	Ticket/ PNR No.	Remarks
			4	4.5				
			No.			7	7	
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5	1091011	1	LOL	•	4			
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	LAir Tiekete eleng with Dearding De	L	<u></u>					

NOTE: Please enclose original Air Tickets along with Boarding Pass, Railway/Bus Ticket.

Part-2(b): Particulars of journey(s) for which higher class of accommodation than the one to which the Government Servant is entitled was used:

Date &	Mode of	Class to	Class by	No. of				
From	То	Conveyance	which Entitled	which Travelled	head	Fare paid	Ticket (Nos.)	
	- TE							

NOTE: Please enclose original Air Tickets along with Boarding Pass, Railway/Bus Ticket.

Part-2(c): Particulars of journey(s) performed by the road between places connected by rail:

Dat	e & Place	Class to which	Rail fare	Ticket (Nos.)	Remarks	
From	То	entitled by rail	Rail laic	Ticket (Nos.)	Remarks	
6 -	(4)					
127						
				-		
			1 7			
T T P						
297						
00						
4				2		

6 2 1				
	7	4 / 6		
		7.6		
4 1			2	
NOTE: Please enclose original Air Tickets along wi	th Boarding Pass, Railway/Bus Tick	cet.	0	
Part-3: Leave Encashment				
Number of days of EL Encashment: I, hereby declare that I/my family memb and/or paid to me from any other source. above is found to be false, I am liable for	Further, I am aware that, if	and the expenses have at any stage the information	ation/documents furn	
Forwarded to Establishment			Signature of Emp	iloyee

Counter Signature of the HoD/Section Head/Coordinator

<u>SELF-CERTIFICATION BY THE GOVERNMENT EMPLOYEE</u>

It is certified that, I or my dependent family members have travelled with Private Transport/own arrangement (such as personal vehicle or private taxi etc.)/Public Transport on Hometown/All India LTC as per following details:

Date	From	То	Vehicle No.*	Remarks
			·	

^{(*}enclose the taxi bill/private vehicle ticket/copy of RC/DL).

I also certified that there is a public transport available/not available in the particular stretch of journey. The total fare chargeable by public transport for this stretch of journey is ₹ .

The journey has been performed by me or my declared family members through shared taxi for the stretch where public transport was available/not available through vehicle no.

I have paid the Toll Plaza/Entry fee/parking fees etc. (receipt enclosed) at the following toll tax/entry gates:

S.No.	Name of Toll Plaza & State	Amount	Remarks
01.		2 2	
02 <mark>.</mark>			
0 <mark>3.</mark>			
0 <mark>4.</mark>	- day	- C4 -	

The following family members have travelled with me or travelled partly for whom the Leave Travel Concession was requested:

S.No.	Name(s)	Age	Relationship with the Govt. servant
01.			
02.		1	
03.			
04.			
05.	SISCISSIFCITED TO	. 4	
06.	3164161194646	•	
07.			

It is certified that the above facts are true and any false statement shall make me liable for appropriate action under Rule 16 of CCS (LTC) Rules, 1988 and the relevant disciplinary rules.

Signature of Employee

Forwarded to Establishment

Counter Signature of the HoD/Section Head/Coordinator

Note: The expression 'Public Transport" means all vehicles, including trains and airplanes operated by the Tourism Development Corporations in the Public Sector, State Transport Corporations and Transport services run by other Government or local bodies.

<u>CERTIFICATE TO BE GIVEN BY THE EMPLOYEE</u> (Strike out which is not applicable)

CERTIFIED THAT:

1.	I have not submitted any other claim so far for Leave Travel Concession in respect of me or my declared family members for the block year of under Hometown/All India LTC.
2.	I have submitted the other claim (separate journey) for Leave Travel Concession in respect of me or my declared family members for the year of under Hometown/All India LTC.
3.	I have already drawn Travelling Allowance for the Leave Travel Concession in respect of a journey performed by me or my declared family members. This claim is in respect of the journey performed by me or my declared family members for the LTC.
4.	I have NOT drawn Travelling Allowance for the Leave Travel Concession in respect of a journey performed by me or my declared family members. This claim is in respect of the journey performed by me or my declared family members for the LTC.
5.	the journey has been performed/separately performed by me or my declared family members to the declared home town or place under All India LTC i.e. at
6.	That my husband/wife is employed in Government service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of two years.
7.	that my spouse for whom LTC is claimed by me is employed in
	(name of the PSU/Corporation/Autonomous body, Bank etc.) which provides/not provides Leave Travel Concession facilities but he / she has not preferred and will not prefer, any claim in this behalf to his/her employer.
8.	that my spouse is employed in NITUK services and the concession has been availed by him/her separately for himself/herself or for the declared family members for the year
9.	that my spouse is employed in NITUK services and the concession has NOT been availed by him/her separately for himself/herself or for the declared family members for the year
10	that my spouse for whom LTC is claimed by me is not employed in any PSU/Corporation/ Autonomous body, financed wholly or partly by the Central Govt. or a Local Body which provides LTC facilities to its employees and their family members for the year
	Signature of the employee
	Name:
	3132112112121 Name: Designation:
	Dept./Section:
	Emp. Code:
	CERTIFICATE TO BE GIVEN BY THE ESTABLISHMENT SECTION
Certifi	
(that Prof./Dr./Mr./Ms./Mrs has rendered continuous service for one year or more on the date of commencing the outward journey.
(that necessary entries as required under Para-3 of the Ministry of Home Affairs, O.M.No.43/1/55-Ests.(A)-Part-II, dated the 11 th October, 1956, have been made in the Service Book of Prof./Dr./Mr./Ms./Mrs

				FC	OR ES	TABL	ISHMEN [*]	T SEC	TION	USE C	<u>NLY</u>						
Necess	sary	entrie	es provide	ed in S	Service	Book	of the en	nploye	e. Pa	rticulars	provid	ed a	at Par	t –	1 ve	rified	and
found	to	be	correct.	LTC	may	be	processed	for	the	Block	Period	2	.0	_			, to
			for	the cla	aimant	and/d	or his/her	depen	dent f	amily n	nembers	as	menti	ione	d at	SI.No	os.1,
2, 3, 4	-, 5,	6 [stı	rike which	n is no	t admis	ssible	as per ap	plicab	le rul	es.							
Particular	rs verif	ied				Pa	rticulars check	ked and	verified								
Junior	Ass	istan	nt (Estt.)			Sı	perintend	dent (Estt.))	As	stt.	/Dy. I	Reg	istra	ar (Es	stt.)
					FOR	ACC	OUNTS S	ECTIO	U NC	SE ONI	<u>-Y</u>						
S.N	lo.			HE	AD OF	EXP	NSE			A	DMITTI	ED I	BY A/C	CS. (OFF	ICE	
1		Lea	ve T <mark>ravel</mark>	Conce	ession	U.			MA								
a))	Bus	Fare				? 1	IP.	197		00						
b))	Trai	in Fare		SO	101			7/	9	- 4	4					

0.110.	TIEND OF EXILENCE	ADMITTED DI AVOC. CITTOL
1	Leave Travel Concession	
a)	Bus Fare	400
b)	Train Fare	9 1
c)	Air Fare	
d)	Ship Fare	
e <mark>)</mark>	Taxi/Cab Hire charges (only if admissible)	
	Total of 1 (a to e)	
2	Add: Leave Encashment (if applicable)	
3	Total (1+2)	K L G E
4	Less: Advance	
	Grand Total [Payable/Recoverable] – (3-4)	

Claim/Bills checked	Claim/Bills checked & verified	Payment may be approved
अभ्या	साध्यरयेतः	विद्या
Junior Assistant (A/cs.)	Superintendent (A/cs.)	Asstt./Dy. Registrar (A/cs.)

Registrar Director

То

Asstt./Dy. Registrar (Accounts)